

Risk Assessment Coronavirus – COVID-19 December 2021

Location / Site	Hollybrook Schools
Activity / Procedure	Autumn term 2021
Assessment date	31 st August 2021 Updated 29 th November 2021
Assessment serial number	11
<p>The school has prepared this risk assessment following guidance from Central Government, Southampton City Council and Hamwic Education Trust.</p> <p>We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and ventilation. Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19.</p> <p>If any member of staff has any concerns, they must discuss it immediately with their Line Manager or School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
New variant of COVID discovered Omicron (new guidance from Government)	
Lack of, or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils, or visitors, do not follow guidance.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Rapidly changing local situation may affect school situation	
Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk of injury
	The school will follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 including new additional guidance for Omicron.
	All staff must wear in Face coverings in communal areas. All visitors must wear face covering for their duration in school.
	Any visitors to school must show a negative LFT before entering the school building.
	Lunchtimes- year group bubbles inside Year R and 1 to be in school hall but year group socially distanced. Year 2 in Squirrel class for lunches. Year 3 and 4 in school hall but year group socially distanced. Year 5 in Pine class for lunch. Year 6 in Elm and Oak class.
	Year R to go to hatch for 11.50am to get lunch Year 3 to hall first and then year 4 to follow.
	Assemblies will not take place for the rest of the autumn term and this will be reassessed in January.
	Junior school children will enter and leave the school building in year groups: Year 3 and 4 continue via classroom doors Year 5 and 6 will line up in the morning in the playground Year 5 (if safe to do so) will enter school via the fire exit steps Year 6 will enter through the hall doors
	Same routes for leaving school Year 5 class teachers responsible for daily risk assessment of the metal fire escape stairs to ensure they are safe to use and not slippery
	Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test.
	Information and guidance will remain in place to minimise contact with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.
	Contingency plans will be introduced when directed to do so by PHE following a local outbreak.
	Hand Sanitiser units to remain in place, hand sanitiser will be available on entry to the school at the reception desk and at various points throughout the school.
	Pupils and staff will continue to sanitise their hands.
	We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.
	Enhanced cleaning will continue.

<p>We will encourage all staff to maintain good ventilation in rooms they are occupying. Windows will be opened and alternated throughout the day to create different airflows.</p>
<p>Whole school staff meetings will be held in the Junior Hall socially distanced. Masks may be worn if staff choose to but are not compulsory.</p>
<p>Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits are allowed – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room. Visitors are asked to wear a mask if possible.</p>
<p>Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed.</p>
<p>Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.</p>
<p>School trips will take place; we will undertake a risk assessment in relation to all our educational visits to ensure that DFE/ Government guidance is followed.</p>
<p>We will continue to offer a remote 'home' learning package for those students who need to remain at home whilst self-isolating.</p>
<p>Visitors</p> <p>All school visits, including by parents, will be by prior appointment/invitation only.</p> <p>Visitors will be asked not to attend the premises should they display any COVID symptoms</p> <p>All visitors will be asked to sanitise their hands before entering the premises and asked to wear a mask.</p> <p>Any non- parent visitors will be asked to show a negative LFT email or text result before entering the school.</p>
<p>Communication to parents</p> <p>Parents will be reminded that children should not attend school whilst displaying COVID symptoms. (In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others)</p> <p>Parents will be provided with a high quality remote learning offer should their child need to isolate.</p> <p>Parents will be able to enter the school premises for the purpose of dropping off and collecting their children.</p>
<p>Cleaning & Hygiene</p> <p>Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms.</p> <p>Pupils will share essential resources in table groups within their classroom.</p>

All table groups to have sufficient tissues and children taught to 'catch it bin it kill it'.

Sufficient bins in all classroom areas.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed.

Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Windows should be opened and closed at different times of the day to ensure varying air flows are maintained

Prop doors open, only where safe to do so (bearing in mind fire safety and safeguarding) Doors should be closed when a room is left and windows opened up

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus, there will be a higher risk compared to other illnesses. We will monitor the situation and as soon as we feel the risk has increased, we will notify Gemma Carr or Nikki Thorne at the Hamwic Education Trust	

Additional control measures	List any additional control measures that are required
Face masks to be worn for staff in communal areas	
Staff have the choice whether they maintain their classroom in a COVID-19-safe set up e.g. use a taped 2 metre teacher zone	
In case of a local outbreak staff should have a covid outbreak seating plan in place should the need arise to revert to the class layouts of 20-21 i.e. desks facing forward, bubbles etc.	
Whilst bubbles are no longer necessary school will continue to monitor the situation.	
Screens in place on Reception/counters and in the school offices to remain in place (to be reviewed at the end of Dec 2021)	

School Leader's comments	Insert comments relevant to findings as appropriate
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Name of school leader	Signature of school leader	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD					
5	Fatalities	SE VE RI TY	5	10	15	20	25
4	Major		4	8	12	16	20
3	Serious		3	6	9	12	15
2	Minor		2	4	6	8	10
1	Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely	

Low Risk	Acceptable - Monitor. See note 1 below.
Moderate Risk	Acceptable - Subject to guidance. See note 2 below.
High Risk	Unacceptable - Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**.

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonably practical'** and must be reduced to a minimum, commensurate with the needs of the task.